



CITY OF CEDARBURG
Site and Architectural Review Board

July 21, 2026 – 8:30a.m.

Minutes

1. CALL TO ORDER

Chairperson Adam Voltz called the meeting to order at 8:30a.m.

2. ROLL CALL

Present: Chairperson Adam Voltz, Commissioner Jack Arnett, Architect Paul Rushing

Absent: Architect Peter Damsgaard, Council Member Melissa Bitter

Also Present: City Planner Mary Censky, Administrative Assistant Ian Surface

3. STATEMENT OF PUBLIC NOTICE

City Planner Mary Censky confirmed that the Plan Commission's Agenda was posted and distributed in compliance with the Wisconsin Open Meetings Law.

4. APPROVAL OF MINUTES

A. A Motion was made by Architect Paul Rushing, seconded by Commissioner Arnett to approve the meeting minutes from June 23, 2026. the Motion carried unanimously, Architect Peter Damsgaard, Council Member Melissa Bitter excused.

5. REGULAR BUSINESS; AND ACTION THEREON

A. Applicant/property owners Ryan and Lindsay Flasch, in c/o Perthel Homes, Inc. as contractor, request infill house plan approval including acceptance of double driveway/curb cuts. They propose to raze/replace the existing principal residence/dwelling at N50 W 7312 Western Road with a new home. This .59-acre site is zoned Rs-3 Single Family Residential.

City Planner Mary Censky explained that the request was for an infill residential review to demolish the existing single-family residence and construct a new single-family home.

She noted that the proposed home complied with the requirements of the RS-3 Single-Family Residential zoning district, including a proposed building height of 34.54 feet, which is below the maximum permitted height of 35 feet. Mary Censky also reviewed the applicants' request for a double driveway/curb cut, explaining that the additional access would require Plan Commission approval. She further reviewed the recommended conditions of approval for the proposed development, including obtaining the required permits, submitting final exterior material details, clarifying the driveway improvements, confirming the existing accessory structures would not be used for residential occupancy, and reimbursing the City for any public utility or street tree impacts, confirming the existing accessory structures would not be used for residential occupancy, and reimbursing the City for any public utility or street tree impacts.

Board members expressed support for the applicants' request for two driveway access points, noting the difficulty of backing vehicles onto Western Road due to traffic volumes and sightline concerns. Members agreed that the additional driveway access would improve safety by allowing vehicles to enter and exit the property in a forward direction and acknowledged that the property's width made the request appropriate.

The Board members discussed the architectural design of the proposed residence. Members encouraged the applicants to revise the front elevation by extending the westerly front porch and roofline as far as practicable to create a deeper, more functional porch that would serve as a more prominent and welcoming architectural feature. The Board stated that these revisions would help reduce the visual dominance of the garage doors and create a stronger, more unified front façade. Board members also encouraged the applicants to open up the easterly front entry area to provide a more inviting entrance sequence.

The Board then discussed the proposed use of stone veneer on the garage elevation, expressing concern that the stone appeared as isolated decorative elements that neither related to other stone features on the home nor terminated at logical architectural breaks. Members recommended eliminating the stone accents on the garage unless the material could be incorporated in a manner that created a more cohesive architectural design. The applicant's architect acknowledged the comments and agreed that revisions to the stone application would improve the overall appearance of the residence.

A motion was made by Commissioner Arnett; the motion failed for lack of a second, to recommend the applicants' designs move forward to the Plan Commission for review. Instead, the Board requested that the applicants revise the plans in accordance with the comments provided and resubmit the proposal for further review at the next Architectural Review Board meeting on Tuesday, August 18, 2026. The applicants acknowledged the Board's comments and agreed to revise the plans for resubmittal at the next Architectural Review Board meeting.

6. COMMENTS AND ANNOUNCEMENTS BY SITE AND ARCHITECTURAL REVIEW BOARD

None

7. CHAIRMAN'S ANNOUNCEMENTS

None

8. ADJOURNMENT

A motion was made by Commissioner Arnett, seconded by Architect Paul Rushing to adjourn the meeting at 9:40a.m. The motion passed unanimously. Architect Peter Damsgaard, Council Member Melissa Bitter excused.